

Gugulethu Consulting – Terms and Conditions

1. Introduction

Gugulethu Consulting provides accounting, payroll, taxation, compliance management, company secretarial, and advisory services. By engaging our services, you agree to the following Terms and Conditions.

2. Scope of Services

Our services include full accounting, payroll administration, tax registration and submissions, compliance management, company secretarial services (CIPC), and business advisory. Specific services will be outlined in written quotations, proposals, or service agreements.

3. Client Responsibilities

The client agrees to provide accurate and complete financial records, documentation, and information required for the services. Delays caused by incomplete or inaccurate information may affect deadlines and deliverables.

4. Fees and Payments

Service fees will be provided in written quotations or agreements. Invoices must be paid within the agreed payment period. Late payments may result in suspension of services until payment is received.

5. Confidentiality

Gugulethu Consulting will maintain strict confidentiality regarding all client financial and business information and will not disclose such information to third parties unless required by law or authorized by the client.

6. Compliance and Regulatory Responsibility

While we assist with regulatory compliance, the client remains responsible for ensuring that all legal obligations are met. Deadlines from regulatory bodies must be respected.

7. Limitation of Liability

Gugulethu Consulting shall not be held liable for losses resulting from inaccurate information supplied by the client, delays from external institutions (such as SARS or CIPC), or circumstances beyond our control.

8. Termination

Either party may terminate the service agreement with written notice. All outstanding invoices must be settled upon termination.

9. Intellectual Property

All templates, processes, and documentation developed by Gugulethu Consulting remain the intellectual property of the company unless otherwise agreed.

10. Governing Law

These Terms and Conditions are governed by the laws of the Republic of South Africa.

11. Contact Information

Gugulethu Consulting Email: info@gugulethuconsulting.com Website: www.gugulethuconsulting.com